

STRUCTURE AND GOVERNANCE Accountability and Autonomy Work Group June 12, 2014 Meeting Notes

Present: Bob Lokken, Chair; Representative Reed DeMordaunt; Representative Donna Pence; Superintendent Gaylen Smyer, Anne Ritter, Valerie Aker and George Harad

Others present: Tracie L. Bent, State Board of Education

Chairman Bob Lokken led the group in a discussion of changes to administrative rule concerning Strategic Planning and Training which will be presented for approval to the State Board of Education at its June 18-19, 2014 meeting. The final version reads:

IDAPA 08 TITLE 01 CHAPTER 09

08.02.01 - RULES GOVERNING ADMINISTRATION

801. STRATEGIC PLANNING AND TRAINING.

In accordance with Section 33-320, Idaho Code, every local education agency (LEA) shall develop and maintain a strategic plan that focusses on improving the student performance of the LEA. T(7-1-14)

01 DEFINITIONS

- a. Administrator.** As used in this section administrator mean the superintendent of the school district or administrator of a charter school. T(7-1-14)
- b. Board.** Board shall mean the Idaho State Board of Education. T(7-1-14)
- c. Executive Director.** Executive Director shall mean the Executive Director of the Idaho State Board of Education. T(7-1-14)
- d. Local Education Agency Board.** As used in this section local education agency or LEA Board means the board of trustees of a school district or board of directors of a charter school. T(7-1-14)
- e. Local Education Agency.** As used in this section local education agency (LEA) means public school district or charter school. T(7-1-14)
- f. Strategic Plan.** As used in this section, a strategic plan is one that focuses on continuous process improvement and the analysis of data to assess and prioritize needs and measure outcomes.

02. REIMBURSEMENT ELIGIBILITY. LEA's may request reimbursement for training conducted pursuant to section 33-320, Idaho code. To be eligible for reimbursement the training and trainer must meet the following criteria: T(7-1-14)

- a. Training.** The training must cover one or more the follow subjects: T(7-1-14)
 - i.** Strategic planning, strategic planning training shall include, but is not limited to, training on continuous process improvement, use and analysis of data, and methods for setting measurable targets based on student outcomes. T(7-1-14)
 - ii.** School finance T(7-1-14)

- iii. Administrator evaluations, including but not limited to specifics on the Idaho state evaluation requirements and framework. T(7-1-14)
 - iv. Ethics T(7-1-14)
 - v. Governance T(7-1-14)
 - b. **Documentation of Training.** Training records shall be kept by the LEA showing: T(7-1-14)
 - i. the length of the training in hours, T(7-1-14)
 - ii. the subject(s) covered by the training, T(7-1-14)
 - iii. the participants included in the training or validation of attendance of specific participants as applicable, T(7-1-14)
 - iv. the curriculum, agenda, or other documentation detailing the content of the training T(7-1-14)
 - c. **Format.** Strategic planning training sessions must include a majority of the LEA board and the administrator. All training shall include students, parents, educators and the community as applicable to the training subject and format. The training facilitator must be physically present or have the ability to interact directly with all training participants. Time must be included that gives the participants the opportunity to discuss issues specific to the LEA. T(7-1-14)
 - d. **Trainer Qualifications.** T(7-1-14)
 - i. **May not be a current employee of the LEA** T(7-1-14)
 - ii. **Shall have two (2) years of documented experience providing training in the area of training they are conducting for the LEA** T(7-1-14)
 - iii. **Provide at least three (3) recommendations from participants of past training conducted.** T(7-1-14)
 - Recommendations must be included with the application for determining qualifications.** T(7-1-14)
 - e. **Qualified Trainers.** Qualifications of all trainers must be determined prior to the submittal by the LEA for the reimbursement of costs. Qualifications will be determined by the Office of the State Board of Education. The State Board of Education will maintain a list of qualified trainers and the subject areas in which they are qualified. Individuals or companies may submit an application for consideration to be placed on the list of qualified trainers or LEA's may submit the application on behalf of the individual or company. Applications must be submitted to and in a format established by the Executive Director. T(7-1-14)
- 03. REIMBURSEMENT.** Reimbursement to the LEA shall be based on actual expenditures related to the training delivered up to \$2,000 per state fiscal year. T(7-1-14)
- 04. AUDIT.** If requested LEA's shall provide training documentation or other information to verify eligibility prior to reimbursement. T(7-1-14)
- 8042. -- 999. (Reserved)** T(7-1-14)

Next meeting: June 24, 2014